



ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL 7th EDITION

Policy No., FIN 6.01, Procurement

EXECUTIVE SUMMARY OF UPDATE

POLICY ISSUE(S)

There are only a few significant updates of this policy. The changes were made to: clarify the summary of the procurement process including who can approve a purchase order or execute a contract, the thresholds for all but the lowest procurement type have been increased, provide the court with additional time to respond to a protest, and to include an additional sole source criteria.

Significant Revisions

1. Several sections that describe either the overall procurement process summary or specific procurement processes have been clarified based on court input.
2. Approval of a purchase order or execution of a contract must be performed either by the Presiding Judge (PJ) or the Court Executive Officer, if delegated by the PJ, in accordance with Rule of Court 10.603(d).
3. Micro Purchases have been renamed as Low Value Purchases and now range from \$500 (unchanged) to \$5,000 (was \$2,500); Small Purchases now range from \$5,000 (was \$2,500) to \$25,000 (was \$10,000); and Competitive Procurements are now greater than \$25,000 (was \$10,000).
4. For protests based upon award, the written determination by the court should be provided with ten business days (used to be one week) of the court's receipt of the protest.
5. A new sole source criterion has been added: a grant application submittal deadline does not permit the time needed for a competitive procurement of services.